

## Chapter 11

## INTELLIGENCE PERSONNEL MANAGEMENT OFFICE

11-1. (U) General Responsibilities:

Serves as the Civilian Personnel Officer (CPO) for the Army's military intelligence community; the principal staff officer for the administration of the excepted Civilian Intelligence Personnel Management System (CIPMS). Acts for both the Deputy Chief of Staff for Intelligence (Special Assistant to the Deputy Chief) and the Deputy Chief of Staff for Personnel (Director of Civilian Personnel) in the development, direction, and coordination of plans, policies, standards, and procedures for the management of the Army's civilians covered by 10 USC 1590. Specifically responsible for those personnel systems established on a tri-service basis with Air Force and Navy as a result of PL 99-569, the Intelligence Authorization Act of 1987. In addition, provides direct assistance and advice to military intelligence commanders and managers Army-wide, when required, and makes recommendations through the Deputy Chief of Staff for Personnel (DCSPER) and the Assistant Secretary of the Army (Manpower and Reserve Affairs) to the appropriate Deputy Assistant Secretary of Defense (ASD) on excepted service civilian personnel policies and systems for the Defense Intelligence Community (principally the tri-services).

## 11-2. (U) Relationships:

The CPO is responsible to the Deputy Chief of Staff for Intelligence (DCSINT) for responsiveness and effectiveness of established and administered civilian personnel programs in meeting both Army and Major Command (MACOM) intelligence functional missions and goals and for enhancing personnel comparability within the Federal intelligence community. The CPO is also responsible to the DCSPER, Director of Civilian Personnel (DCP) as policy promulgation authority and director of all Army personnel systems, for the technical quality of programs and procedures, compliance with personnel management laws and regulation, and effectiveness of relationships with MACOM personnel staffs, servicing civilian personnel offices, and the competitive service system. Those manpower spaces devoted primarily to policy development will be specifically under the guidance and direction of the DCP. Policy matters requiring Army or ASD level approval will be staffed through the ODCSPER for final Army approval by the DCP, DCSPER and the Assistant Secretary of the Army (Manpower and Reserve Affairs). Coordinates with Air Force and Navy counterpart staff and/or operating personnel management organizations and supports an ASD lead (FM&P and C<sup>3</sup>I) executive oversight group that determines broad tri-service excepted service personnel management policies, programs, and systems.

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11-3. (U) Specific Functions:

a. Chief of Intelligence Personnel Management Office.

Advises the DCSINT, the DCP, ODCSPER, the ASD lead executive oversight group, and heads of intelligence functions within the MACOMs on civilian personnel management matters exclusive to the CIPMS.

b. Policy Development Branch.

(1) Proposes or reviews policy proposals for either DA or OSD level regulations concerning the CIPMS, representing the interests of the DCP, ODCSPER. Coordinates with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) on DCSPER policy proposals and issues relating to the CIPMS.

(2) Monitors the impact of the CIPMS on the competitive personnel system in Army and recommends corrective action where necessary to moderate negative impact.

(3) Coordinates with DCP and the TAPA on personnel management systems, programs, policies, practices, and actions requiring their approval or assistance.

c. Staff Management Branch.

(1) Coordinates within the Federal intelligence personnel management community and studies planned or existing civilian systems or policies with potential applicability within Army and in DoD.

(2) Converts broad functional intelligence goals and objectives into proposals for civilian personnel management policies, procedures, and programs. Develops proposals for Army-wide programs, practices and training guides for the CIPMS in the areas of position classification, recruitment and retention, performance management, career management, training and development, etc.

(3) Performs program evaluation for the programs, systems, policies, practices and training guides identified above. Prepares various reports for Army, ASD and Congressional use.

(4) Supports the DCSINT in his role as Functional Chief and the Special Assistant to the DCSINT in his role as the Functional Chief's Representative (FCR) for the Army's Intelligence Career Program.

(5) Coordinates with the Defense Intelligence Agency (DIA) on the revision and administration of the Defense Intelligence Special Career Automated System/Intelligence Career Development Programs (ICDP) and supports the FCR in his role on the ICDP Planning Board.

(6) Reviews and approves requests from the field for approval for personnel actions or entitlement requests requiring service level approval. Reviews and recommends approval of requests to ASD requiring OSD approval.

(6) Analyzes and prepares staff papers for top management decision on employee grievances, appeals, complaints, adverse actions, etc. generated by or affecting CIPMS employees that require a service level decision.

(7) Supervises the contract administration (Contracting Officer's Technical Representative) for contracts with the Office of Personnel Management, the Total Army Personnel Agency, and other organizations performing civilian personnel management work on a reimbursable basis.

(8) Establishes and administers master servicing agreements with MACOMs, and advises on and reviews cross servicing agreements between intelligence commands, activities, and organizations, and local servicing civilian personnel offices.

(9) Analyzes employment statistics within the CIPMS work force for affirmative action status and recommends programs and actions to enhance the CIPMS profile.

(10) Develops manuals, pamphlets, forms and other guides for use by servicing personnel offices to promote uniformity and assist local administration of the CIPMS.

(11) Performs compensation studies within and between the services, CIA, DIA, and NSA to establish special salary rates, special OCONUS benefits and allowances, and any other related benefits or allowances needed by the CIPMS.

(12) Coordinates with the other services, with DIA, CIA, NSA, etc. on compensation practices, methodologies, and procedures being utilized within the intelligence community and makes recommendations, in coordination with the Policy Development Branch, to the ASD on necessary additions, deletions or changes.

(13) Analyzes existing automated and non-automated management information systems and communications networks and develops general functional system specifications for hardware, software, and training needed to meet CIPMS needs.

(14) Directs and coordinates with contractor or Army ADP/communications experts in the development, installation, and maintenance of specialized software, hardware or training to support the CIPMS.

(15) Establishes policies, procedures and systems for administering the CIPMS personnel management system through management of the civilian personnel budget. Develop training materials for field use. Coordinates initiation and administration with DCSPER's and DCSINT's financial managers.

d. Proponency and Standardization Branch.

(1) Performs or supervises the performance of broad based task analysis of jobs/specialties within the Army's civilian intelligence community and produces, with the assistance of subject matter experts (SMEs), classification guides, generic crediting plans/competencies, generic/standardized job descriptions, generic/standardized performance standards, training/development plans, etc.

(2) Develops personnel management practices and standards, with the help of SMEs, for each specialization/function of intelligence, to be included

within task analysis based documents that will promote broad functional intelligence goals and objectives.

(3) Performs liaison with the Intelligence Center and School (ICS) and TRADOC Headquarters on intelligence career management and training doctrine and policies.

(4) Supports ICS's management of the Military Intelligence (MI) Corps by providing guidance and assistance on civilian personnel management matters to include information to be added in MI Corps publications.

e. Personnel Management Assistance Branch.

(1) Provides "forward based" direct civilian personnel management advice and assistance on CIPMS programs, policies or procedures to local intelligence function commanders and/or managers.

(2) Trains intelligence function commanders and managers, servicing civilian personnelists, and CIPMS employees in the programs, policies, systems and practices of the CIPMS.

(3) Provides "real time" staff direction, advice, and assistance to local servicing civilian personnel offices on the interpretation and proper application of the CIPMS regulations, procedures, programs, practices, etc.

(4) Represents MACOM intelligence functional heads with line managers and civilian personnel offices in the field on MACOM unique goals, practices or management methods.

(5) Represents local intelligence function commanders/managers on personnel management matters, when specifically delegated, to expedite local personnel administration or transmit requirements/recommendations for personnel management improvements/exceptions to higher echelons for consideration.

(6) Recommends improvements to policy, procedures, training aides or task analysis based documents, developed by other Branches of the Civilian Intelligence Personnel Office based on field experience and needs of local managers and servicing personnel offices.

INTELLIGENCE PERSONNEL MANAGEMENT OFFICE  
OF THE USA INTELLIGENCE OPERATIONS DETACHMENT

PROPOSED INITIAL STAFF ORGANIZATION TO ADMINISTER ARMY'S  
CIVILIAN INTELLIGENCE PERSONNEL MANAGEMENT SYSTEM (CIPMS)

